

**Sara Senior**

7203 Beechnut #333 Houston, TX, 77074  
832.555.1111  
ssenior@hbu.edu

Ms. Ima Boss  
Recruiting Coordinator  
Houston Rockets Organization  
Houston, TX 77002

May 1, 2014

Dear Ms. Boss,

I am writing regarding a position for Sales Representative that was made available through Hire a Husky in our Career and Calling Department at Houston Baptist University. Because of recently completing an internship with the Houston Rockets, I feel that I can offer some immediate results in the sales area representing the Houston Rockets organization. The skills that I have developed from my internship experience and academic background support my strong interest in a sales career.

As you can see from my resume, the internship I had with the Houston Rockets organization provided an opportunity for me to gain practical experience with account maintenance and initiating new accounts. In addition, I have worked the past four years in my current job learning how to effectively manage customers and their demands. It was my honor to have been formally commended by the management several times as well as awarded "Employee of the Month" for the month of March 2014.

Once I decided to pursue a sales career, the Houston Rockets organization has been at the top of my list of prospective employers. The strides your company has taken in the Marketing Department, particularly the development of packages to increase corporate sales and community involvement, makes the organization a leader in the sports industry.

I would very much like an opportunity to speak with you regarding the Sales Representative position. I have provided my contact information above for your convenience. Thank you for considering me for this position, and I look forward to hearing from you.

Sincerely,

*Sara Senior*